

# TWO GREAT FREE OFFERS AT NO EXTRA COST

- **FREE** drivers negligence insurance cover for 12 months worth over £1100.
- Plus, **FREE** Driver CPC (Certificate of Professional Competence) Training \*



**The BackOffice Schemes are tax efficient methods designed to pay your staff the most from their earnings at no extra cost to you**

## How does it work for your staff?

- To be eligible for one or both of the above FREE offers, you as the employer must introduce BackOffice as a supplier of tax efficient payroll for your temporary staff.
- If your staff are interested, they tell us which agency they work through, or if they are sole traders contact us directly.
- Your staff submit their weekly or monthly expenses with receipts to BackOffice.
- Whether your staff work for one or many agencies, their current agency informs BackOffice of their gross wages.
- We pull together the numbers into one wage one tax code, one charge, your staff, one payslip. We then calculate their weekly or monthly tax rebate and - pay them directly.

## How does this benefit you the employer?

- Your staff will see a significant increase in their net pay.
- Based on 40hrs at £10 per hour and submitting receipted expenses of £120 per week, they will be nearly £30 better off per week.
- The more expenses your staff are eligible to submit, the larger the increase in their net pay.
- You have better paid & happier staff for no extra cost to you as the employer.

## Looks difficult and where's the catch?

- It's easier than it looks. All your staff do is save and send their weekly receipts to us directly.
- We calculate and pay their Income Tax and NI on their behalf.
- We are able to talk the staff through the process over the phone, by email or by live web chat.
- There is NO catch; as a temporary worker your staff are fully within their rights to be able to claim the tax back on the expenses they incur whilst performing their duties at work. That's the law.

## Costs

- A £15 or £20 weekly fee which is charged depending on which scheme is chosen.
- The fee is tax deductible.
- There are no long term contracts.
- There are no exit fees.

## How do your staff sign up?

It's very easy, they just visit [www.backoffice4u.co.uk](http://www.backoffice4u.co.uk) and sign up for your FREE account.

For more information please call one of our staff on **0800 008 6838**

**Offers open until the end of September 2011**

(\* Terms and Conditions Apply on Request)

**BackOffice**  
Trust. The Difference.

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